

PLACE THE SHOW DESKTOP ICON ON YOUR QUICK LAUNCH TOOLBAR

Beginners' Kaffee Klatch
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By default, in all versions of Windows, the Quick Launch toolbar includes an icon called "Show Desktop." By clicking on the icon, all the open windows will be minimized and the desktop will appear.

However, many users find that the keyboard shortcut of striking the "D" key while holding down on the Windows key will accomplish the same purpose. Frequently, computer users who prefer the speed and convenience of this keyboard shortcut will intentionally delete the Show Desktop icon from their Quick Launch toolbar in order to create a cleaner appearance.

However, sometimes a user will inadvertently remove the Show Desktop icon from the Quick Launch toolbar and then be frustrated when they cannot get it back.

If the Show Desktop icon does not appear on the Quick Launch toolbar, you can get it back by following these steps:

1. Click on **Start**.
2. Open **All Programs**.
3. Go to **Accessories**.
4. Open **Notepad**.

From within Notepad, enter the following text exactly as shown.
(Suggest you copy and paste the text)

[Shell]

Command=2

IconFile=explorer.exe,3

[Taskbar]

Command=ToggleDesktop

Now procedure through these steps:

1. Click **File** on the Menu Bar, then select **Save As**.
2. Next to Save In: use the drop down box to point to: **Desktop**.
3. Under Save as type: click the drop down box and select All Files

4. Name the file **Show Desktop.scf** then click **Save**.
5. This action will place a Show Desktop icon on the Desktop.
6. Open your QuickLaunch toolbar. (Right-click the Taskbar>>Toolbars>>Quick Launch)
7. Confirm that the Taskbar is unlocked (Right-click the Taskbar to see if Lock the Taskbar is checked.)
8. Right-drag the Show Desktop icon from the Desktop to the Quick Launch bar.
9. Click **Move Here**.

Another way, but it isn't nearly as much fun, is to use Windows' Search feature and look for a Show Desktop file. This way will be demonstrated at the BKK session.